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DD/NS 73-247

28 JUN 1973

MEMORANDUM FOR: Inspector General

SUBJECT : Proposed Reorganization of the Office of Security

REFERENCE : Memorandum from the IC to the DD/NS, dated 30 May 1973, same subject

1. The prompt and thorough review of the Office of Security's proposed reorganization is appreciated. The Office of Security has reviewed your memorandum in light of the objectives they seek to accomplish by the reorganization and have suggested the following observations. These comments are keyed to the paragraphs in your memorandum:

Para. 5:

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The Office of Security reduced three supergrade positions as directed by the ADDS on 12 March 1973. An additional supergrade position is recommended for deletion under the proposed reorganization. These four positions represent a [ ] reduction in total supergrade positions within the Office of Security during the past several months. The Office of Security agrees with your recommendation that the senior grade levels be reviewed by the Personnel Management and Compensation Division. Indeed, they suggest that not only senior grade levels be reviewed, but that the entire reorganization plan be subjected to their scrutiny.

Para. 6:

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On 5 June 1973, in compliance with a DD/S Directive, the Office of Security reduced its 1974 ceiling by [ ] positions. This reduction is in addition to the [ ] positions recommended for deletion

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under the current reorganization plan. Within those [redacted] positions, [redacted]

positions were abolished. The Office of Security believes that after this reduction and the reductions recommended in the proposed reorganization, a satisfactory balance in the overall grade structure will be retained. The Office considers the GS-13 level which represents [redacted] positions, to be its journeyman grade.

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Para. 7:

The Office of Security concurs that it would be unwise to combine in the [redacted] the Office of Security staff responsibility for computer security in the Agency with functions in the computer area which lie beyond its presently assigned responsibilities. They also agree that the suggested title, Information Handling Security Group is ambiguous and they have renamed this unit, Information Systems Security Group.

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Para. 8:

With respect to the TOP SECRET control function, the Office of Security considered assigning this activity to the Security Records Division. However, since new procedures are being considered, regulations amended, and a totally new approach examined for the TOP SECRET control function, the Office of Security believes that it should be assigned to the Information Systems Security Group, at least for the near term.

Para. 9:

Certification of clearances for Agency employees visiting other agencies and certifications from other agencies for their employees visiting CIA require analysis of security files and professional judgment. This process is not merely one of record-keeping. Further, the [redacted] of the Industrial Certification Branch will be charged with

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a number of similar analysis functions such as Visitor-No Escort badge approvals, overseas approval actions, review of files required for processing alien marriage cases, and other file review actions.

### Para. 10:

The proposed reorganization recognizes a need for special support assistance [redacted] 25X1  
This capability has been provided by a GS-12 Security Officer in the Office of the Chief of Operations, Personnel Security and Investigations Directorate. His basic function will be that of [redacted] 25X1  
[redacted] coordinator on behalf of the DD/PSI. Thus, the [redacted] have a direct channel to the DD/PSI through the [redacted] coordinator or the DD/PSI himself. Routine communications to and from the field will flow through the respective branch or division chiefs who will levy requirements upon the [redacted] 25X1  
[redacted] The mechanics of communications with the field are the responsibility of the Security Records Division and are very similar to the functions performed by the Office of Communications and IP/ISO for the DD/O.

### Para. 11:

You are correct in assuming that the three Special Assistants to the Chief, Personnel Security Division are to be placed in the new Operations Support Branch. This decision was made on the premise that the Special Assistants' functions are very similar in nature to those performed by the current members of the Support Branch. The current Support Branch has been very active in providing general investigative and support assistance through the [redacted] to aid the Special Assistants in employee related problems. Both the present Support Branch and Special Assistants are quick reaction oriented and work very closely together in mutually supporting endeavors. The title Operation Support Branch was selected to distinguish it from a unit involved in administrative support functions and in recognition of the fact that a portion of its work load originates with the DDO.

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With the proposed consolidation of the current Employees Activities Branch and Special Activities Branch into the new External Activities Branch, the new unit will be charged with many functions which are

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the Office of Security believes it would be misleading to caption this new branch, Employees Activities Branch.

Para. 12:

The Office of Security agrees with your recommendation that two highly important programs currently carried under SRS sponsorship be continued. These programs have been specifically assigned, although not in the new Research Branch.

Para. 13:

The Office of Security recognizes the validity of your comments concerning the Case Analysis Branch and agrees that a good case can be made for placing this branch in the Clearance Division. However, upon reexamining the functions of this branch, the Office of Security concludes that efficiency would be best served by permitting it to remain under the jurisdiction of the Security Records Division. This conclusion was supported by recognition of the fact that the Case Analysis Branch handles a tremendous volume of security records, does only marginal analysis (primarily the determination of whether the subject of a particular file is identical with an individual of interest) and performs other functions which are truly unique to the Security Records Division.

2. Your insight into this proposed reorganization presented in reference memorandum is and will continue to be, very helpful as the Office of Security implements the reorganization. We recognize, as does the Office of Security,

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that certain adjustments will be necessary as experience is gained under the new reorganization. However, we are confident that the reorganization is a substantial improvement on the existing organization and will enable the Office of Security to maintain its high standard of performance and dedicated sense of mission with a very much reduced staff.

3. Any additional comments you would care to make on this subject, would be appreciated.

SIGNED

HAROLD L. BROWNHAN  
Deputy Director  
for  
Management and Services

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